

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Personnel Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **10:00** on **Thursday 5 March 2026**.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via [Teams](#). The meeting can also be observed via [YouTube](#).

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. L. Foote

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Sarah Foote, Town Clerk
27 February 2026

Lowestoft Town Council

Personnel Committee

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE

10:00 on Thursday 5 March 2026

AGENDA

98 Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

99 To receive and consider approval of apologies for absence

100 Declarations of Interests and dispensations

100.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda

100.2 To consider written requests for dispensations for interests and note dispensations granted

101 To consider the draft minutes and confidential note of the extraordinary meeting on 7 January 2026 and the confidential note of the meeting on 4 December 2025

102 Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

103 To monitor expenditure from the staffing contingency budget

104 To consider the following regarding staffing (confidential):

104.1 To consider adoption of an additional leave policy as an addendum to the Employee Handbook

105 To consider the following regarding Councillors (some aspects may be confidential)

105.1 To receive the results of the Meeting Culture survey

105.2 To receive an update on possible data breach and agree any resulting actions

105.3 To note the amended Councillor Training Programme and receive the Councillor Training Record for the 2025/2026 civic year

106 Date of next meeting

Thursday 2 April 10:00

Lowestoft Town Council

Personnel Committee

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE

10:00 on Thursday 5 March 2026

107 Items for the next agenda and close

108 Admission to meetings

To resolve that under the Public Bodies (Admission to meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal issues relating to the matters on this agenda

Lowestoft Town Council
Extraordinary Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Wednesday 7 January 2026 10:00

MINUTES

Present: Cllrs Sonia Barker, Wendy Brooks, Neil Coleby, Jen Jones, John Murray, Christian Newsome, Andy Pearce and Nick Webb

In attendance: Sarah Foote (Town Clerk, via Teams) and Taylor Williams (Committee Clerk and Planning Assistant)

87 Welcome

The fire evacuation procedure and public right to report was explained and the meeting was welcomed.

88 To receive and consider approval of apologies for absence

Apologies were received from Cllr Nasima Begum with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Coleby; all in favour.
Cllrs Keith Patience and Bernie Rappensberger were absent with no apologies received.

89 Declarations of interests and dispensations

89.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from Councillors on items on the agenda – There were no declarations.

89.2 To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

90 To consider the draft minutes and confidential note of the meeting on 4 December 2025

Cllr Pearce proposed approval of the public minutes and to defer the approval of the confidential note to the next meeting; seconded by Cllr Murray; all in favour.

91 Public Forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – No advance comments had been received and no members of the public were in attendance.

92 To monitor expenditure from the staffing contingency budget

There were no comments.

93 To refine the mandatory training document and make a recommendation on restrictions to be implemented for Councillors who fail to complete mandatory training

The Councillor Training Programme was reviewed.

Item five (Data Protection Training) had already been reviewed and the recommendation to Full Council had been approved.

Item six required Councillors who sit on the Planning Committee to undertake relevant training within three months of joining the Committee. Cllr Pearce proposed a recommendation be made that any Councillors who do not attend the required training are not permitted to sit on the Planning Committee until the training has been completed.

Cllr Jones temporarily left the chamber at 10:17

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Wednesday 7 January 2026 10:00

Cllr Webb seconded the proposal. An amendment was made to the proposal to specify the purpose of this measure was to protect the integrity of the Town Council's consultee responses. A vote was held with all in favour.

Cllr Jones returned to the chamber at 10:19

Item seven stated that members of the Personnel Committee may undertake training relating to employment law. It was requested the minutes be checked as to whether it had been agreed for this training to be made mandatory, in which case the wording of the item would need to be amended.

Cllr Pearce proposed, subject to confirmation of that resolution, a recommendation be made that any Councillors on the Personnel Committee must undertake employment law training within three months of joining the Committee, otherwise they would not be permitted to sit on the Personnel Committee until the training has been completed.

Concerns were raised on the timetable of mandatory training for Councillors who also had full time employment and may find it difficult to fulfil all training requirements. It was queried if there could be a general approach where training has been identified for Committees for appropriate training to be delivered within three months of joining the Committee, or an alternative, reasonable period if there are appropriate mitigating circumstances.

Cllr Pearce amended the proposal for items one, six and seven to stipulate that appropriate training must be undertaken within three months of the Committee's formation after the Annual General Meeting, though preferably sooner, and for item two the appraisal training required of the Mayor and Chair of Personnel, and their deputies, must be undertaken annually before any appraisals are carried out.

Cllr Coleby requested an amendment be made to the opening statement of the programme to explain the mandatory training would ensure Councillors could fully engage and participate in meetings, whilst reducing risk to the Town Council and its employees, and where specified that training be undertaken within three months, unless mitigating circumstances were presented. Cllr Pearce accepted the amendment and clarified that rather than repeat this stance on each item, there be an opening statement on the training programme to explain the premise of training and that all training, with the exception of item two, should be completed within three months of the Annual General Meeting. Cllr Coleby seconded the amended proposal.

Cllr Pearce clarified in relation to item one, should the Chair of Committee or Sub-Committee not complete the required training, then the Councillor would not be permitted to continue holding the position of Chair. A vote was held with all in favour.

Items three and four covered Equality and Diversity training and Safeguarding training. As the training was not related to a specific role or Committee, members were uncertain on what restrictions could be implemented if a Councillor failed to attend the training.

Cllr Pearce proposed a recommendation be made that with effect from the 2026-2027 civic year, attendance at meetings and the completion of mandatory training be published on the Town Council's website to be accountable and demonstrate that elected members are compliant with training. For items three and four on the training programme, it was recommended that Councillors who do not complete the training would not be permitted to sit on Committees or Sub-Committees of the Town

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Wednesday 7 January 2026 10:00

Council until the training has been undertaken. It was requested the Town Clerk confirm if the Town Council were able to legally enforce the recommendation.

Cllr Pearce amended the proposal so that the restriction extended to appointments to Outside Bodies, with a request to the Town Clerk to check if that could also be legally enforced, with confirmation to be brought back to the next meeting should any enforcement provision need to be added to the document. Cllr Murray seconded the amended proposal.

Cllr Coleby requested a phrase be added to the proposal that Councillors must engage with the training within three months rather than not be permitted to join Committees. Cllr Pearce confirmed that was already covered in the proposal as the three months' timeframe for training applied to all items on the programme, with the exception of item two.

A vote was held with five votes in favour, one vote against and two abstentions.

94 To consider the following regarding staffing (confidential):

94.1 To consider matters relating to salary parity and payment of real living wage – To be discussed in confidential session.

95 Date of next meeting

Thursday 5 February 10:00

96 Items for the next agenda and close

No items were requested for the next agenda.

97 Admission to Meetings

To resolve that under the Public Bodies (Admission to meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal issues relating to the matters on this agenda – Cllr Coleby proposed the meeting be moved into confidential session; seconded by Cllr Webb; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 10:59

94.1 To consider matters relating to salary parity and payment of real living wage – Cllr Coleby made a confidential proposal. It was requested an amendment be made to the proposal so that it would take effect from the 2026-2027 financial year. Cllr Coleby accepted the amendment and Cllr Brooks seconded the amended proposal. A vote was held with seven votes in favour and one abstention.

The Chair closed the meeting at 11:48

Signed:
5 February 2026